

March 20, 2012

Mike Foster, Chairman
Upper Cumberland Development District
1225 South Willow Street
Cookeville, Tennessee 38506-4194

RE: Resignation

Dear Mr. Foster:

By means of this letter I hereby submit my resignation as Executive Director of the Upper Cumberland Development District, effective March 20, 2012.

I find this resignation necessary because of the "fire storm" that has been created by Channel 5 News media and a few other individuals in regard to the project "Living the Dream".

I would like to point out in this submission of my resignation that I have not been afforded an opportunity to respond to, or explain to the Board, or to the personnel committee, any of the allegations that have been made against me by the News Media. I feel that this slanted publicity has harmed this organization and has harmed me in my position as the Executive Director to the point where I can no longer be effective in caring out my duties.

I passionately believe in the project "Living the Dream". I have worked diligently on this project and donated many hours of my own time and made many contributions of my own personal property toward this project. However, because of my enthusiasm and efforts to try to expedite the completion of this project, I admit that I have made some mistakes and also made some errors in judgment. I emphatically deny however, that I have ever personally profited in any way in caring out my duties as the Executive Director of this organization beyond my salary, benefits, and the expenses that I was allowed in accordance with the policies that were in place at the time.

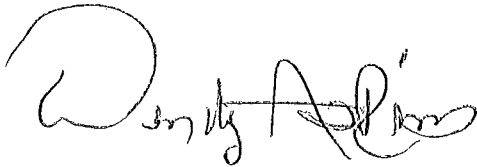
I sincerely regret that it has become necessary for me to submit my resignation because I feel so deeply about the project "Living the Dream", and would like to see it completed for the benefit of the elderly and disabled people in this district. Because of my passion for this project, after my resignation I am willing to work without any compensation to see that this project is completed.

I worked several years as the Executive Director for the Upper Cumberland Development District and I attach for your review my personal performance evaluation that was done by the personal committee that dates from July 1, 1995 through January 19, 2011.

Upper Cumberland Development District is a fine organization and has provided significant service to young and old people of this district who live in unfortunate circumstances. The News media and a few of my critics have seen fit to zero in on items that make sensational news stories while overlooking the many accomplishments of this organization. I will always support this organization and regret very much the damage to its reputation because of some of the errors in judgment on my part.

I thank all of you for the support given to me in the past and again, I am willing to do anything in my power to complete and make the project "Living the Dream" a success.

Respectfully yours,

A handwritten signature in cursive script, appearing to read "Wendy Askins". The signature is fluid and stylized, with a large initial "W" and a long, sweeping underline.

Wendy Askins

Encl.

cc: Mr. John Pelham, Chairman of Personal Committee

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONNEL PERFORMANCE EVALUATION

NAME Wendy Askins POSITION Executive Director

Performance evaluation is a part of the Upper Cumberland Development District's personnel management program, and is used to improve the employee's work performance through periodic fair appraisal of his/her performance.

<u>Factors Considered</u>	<u>Performance Rating</u>
1. Attendance and punctuality; use of leave -----	1 2 3 4 <u>5</u>
2. Communication skills - oral and written -----	1 2 3 4 <u>5</u>
3. Accepts responsibilities -----	1 2 3 4 <u>5</u>
4. Working relationships - within organization -----	1 2 3 4 <u>5</u>
5. Keeps supervisors and others informed of activity -----	1 2 3 4 <u>5</u>
6. Quantity and quality of work; meets deadlines -----	1 2 3 4 <u>5</u>
7. Industrious -----	1 2 3 <u>4</u> 5
8. Initiative -----	1 2 3 <u>4</u> 5
9. Thoroughness -----	1 2 3 4 <u>5</u>
10. Ability to accept criticism and effect change -----	1 2 3 4 <u>5</u>
11. Knowledge of job or field of specialization -----	1 2 3 4 <u>5</u>
12. Follows and carries out directions -----	1 2 3 4 <u>5</u>
13. Conscientious -----	1 2 3 4 <u>5</u>
14. Effectiveness on job -----	1 2 3 4 <u>5</u>
15. Willing to assist beyond regularly assigned duties -----	1 2 3 4 <u>5</u>
16. Complies with established policies and procedures -----	1 2 3 4 <u>5</u>
17. Attitude toward job and organization; loyalty; integrity -	1 2 3 4 <u>5</u>

RATING: 1 - Unacceptable 4 - Superior
 2 - Needs Improvement 5 - Outstanding
 3 - Satisfactory Overall Rating 83

Evaluator Frank White Date FEB. 8, 1996

Comments: OVERALL HAS DONE AND OUTSTANDING
JOB.

Executive Director _____ Date _____

Comments: _____

I have reviewed my performance evaluation.

Wendy Askins 2/8/96

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME:

Wendy Askins

POSITION

Executive Director

Performance Rating

- | | | | | | |
|--|---|---|---|-----|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative - Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | (4) | 5 |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | (4) | 5 |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 - Unacceptable
2 - Needs Improvement
3 - Satisfactory

4 - Good
5 - Outstanding

Overall
Rating 68

Evaluator:

Larry Webb

Date:

1-21-97

Comments:

Recommend step increase to Step 4 Effective APRIL 1st. Director is doing outstanding job performance. Committee is well pleased how the District is operating and has approved to furnish the Executive Director a vehicle when funds are available.

Executive Director:

Wendy Askins

Date:

January 21 1997

Comments:

I have reviewed my performance evaluation.

Wendy Askins
Signature

1-20-97
Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONNEL PERFORMANCE EVALUATION

NAME Wendy Adkins POSITION Executive Director

Performance evaluation is a part of the Upper Cumberland Development District's personnel management program, and is used to improve the employee's work performance through periodic fair appraisal of his/her performance.

Factors Considered	Performance Rating				
1. Attendance and punctuality; use of leave -----	1	2	3	4	(5)
2. Communication skills - oral and written -----	1	2	3	4	(5)
3. Accepts responsibilities -----	1	2	3	4	(5)
4. Working relationships - within organization -----	1	2	3	4	(5)
5. Keeps supervisors and others informed of activity -----	1	2	3	4	(5)
6. Quantity and quality of work; meets deadlines -----	1	2	3	4	(5)
7. Industrious -----	1	2	3	4	(5)
8. Initiative -----	1	2	3	4	(5)
9. Thoroughness -----	1	2	3	(4)	5
10. Ability to accept criticism and effect change -----	1	2	3	(4)	5
11. Knowledge of job or field of specialization -----	1	2	3	(4)	5
12. Follows and carries out directions -----	1	2	3	4	(5)
13. Conscientious -----	1	2	3	4	(5)
14. Effectiveness on job -----	1	2	3	(4)	5
15. Willing to assist beyond regularly assigned duties -----	1	2	3	4	(5)
16. Complies with established policies and procedures -----	1	2	3	(4)	5
17. Attitude toward job and organization; loyalty; integrity -	1	2	3	4	(5)

RATING: 1 - Unacceptable 4 - Superior Overall
2 - Needs Improvement 5 - Outstanding Rating 40
3 - Satisfactory

Evaluator Larry Webb Date 3-9-98

Comments: Recommend a 2 1/2 % increase Above Current
Salary or Cost of Living IF Higher. Director is
doing a great job + District is working well.

Executive Director Wendy Adkins Date 3-9-98

Comments: _____

(initial)
I have reviewed my performance evaluation.

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONNEL PERFORMANCE EVALUATION

NAME Wendy Arlin POSITION Executive Director

Performance evaluation is a part of the Upper Cumberland Development District's personnel management program, and is used to improve the employee's work performance through periodic fair appraisal of his/her performance.

Factors Considered	Performance Rating				
1. Attendance and punctuality; use of leave -----	1	2	3	4	(5)
2. Communication skills - oral and written -----	1	2	3	4	(5)
3. Accepts responsibilities -----	1	2	3	4	(5)
4. Working relationships - within organization -----	1	2	3	4	(5)
5. Keeps supervisors and others informed of activity -----	1	2	3	4	(5)
6. Quantity and quality of work; meets deadlines -----	1	2	3	(4)	5
7. Industrious -----	1	2	3	4	(5)
8. Initiative -----	1	2	3	4	(5)
9. Thoroughness -----	1	2	3	(4)	5
10. Ability to accept criticism and effect change -----	1	2	3	(4)	5
11. Knowledge of job or field of specialization -----	1	2	3	4	(5)
12. Follows and carries out directions -----	1	2	3	4	(5)
13. Conscientious -----	1	2	3	4	(5)
14. Effectiveness on job -----	1	2	3	4	(5)
15. Willing to assist beyond regularly assigned duties -----	1	2	3	4	(5)
16. Complies with established policies and procedures -----	1	2	3	(4)	5
17. Attitude toward job and organization; loyalty; integrity -	1	2	3	4	(5)
RATING: 1 - Unacceptable 2 - Needs Improvement 3 - Satisfactory 4 - Superior 5 - Outstanding	Overall Rating <u>81</u>				

Evaluator Larry Webb Date 2-3-99
 Comments: outstanding Leadership Ability - Personnel Selection
Committee took time in having a proven
leader as Executive Director + increase salary
Step to Effective Mar. 1, 1998
 Executive Director Wendy Arlin Date 2/3/99
 Comments: _____

Wendy Arlin

EMPLOYEE PERFORMANCE EVALUATION

Employee's Name - Last, First, Middle	Position Title	Today's Date
Team Leader	Start Date of Current Position	
Period of Evaluation From _____ To _____	Type of Evaluation Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Exit <input type="checkbox"/> Date: _____	

SECTION 1 - TO BE COMPLETED FOR ALL EMPLOYEES							SCORE	TEAM LEADER COMMENTS	ACTION PLAN
PART A - WORK QUALITY (20 POINTS)									
1	Job Knowledge	<input type="checkbox"/> Constantly requires assistance 1	<input type="checkbox"/> Often requires assistance 2	<input type="checkbox"/> Knowledge adequate for job 3	<input type="checkbox"/> Good knowledge 4	<input checked="" type="checkbox"/> Thorough, comprehensive knowledge 5	5		
2	Accuracy	<input type="checkbox"/> Frequently repeated errors; Never corrected 1	<input type="checkbox"/> Some errors corrected 2	<input type="checkbox"/> Accuracy with minimal errors 3	<input checked="" type="checkbox"/> Infrequent errors; usually consistent 4	<input type="checkbox"/> Consistently without errors in work 5	4		
3	Neatness	<input type="checkbox"/> Frequently unacceptable 1	<input type="checkbox"/> Untidy, illegible 2	<input type="checkbox"/> Average; acceptable 3	<input type="checkbox"/> Neat and legible 4	<input checked="" type="checkbox"/> Always neat and legible 5	5		
4	Confidentiality					<input checked="" type="checkbox"/> Meets policy standard 5	5		

TOTAL 19

PART B - WORK QUALITY (15 POINTS)							SCORE	TEAM LEADER COMMENTS	JOINT ACTION PLAN
1	Quality Of Work	Does not meet requirements 1	Does just enough to get by 2	Volume of work is satisfactory 3	Industrious, exceeds work requirements 4	Extremely energetic; Volume exceeds requirement 5	5		
2	Job Efficiency	Inefficient 1	Not always efficient 2	Efficiency is satisfactory 3	Very efficient 4	Highest degree of efficiency 5	5		
3	Initiative	Indifferent 1	Often lazy 2	Average industriousness 3	Hard worker, willing to do more 4	Exceptionally diligent 5	5		
TOTAL							15		

PART C - WORK ORGANIZATION (15 POINTS)							SCORE	TEAM LEADER COMMENTS	ACTION PLAN
1	Organization Of Work	Unable to manage workload; inconsistent 1	Occasionally allows workload to build up 2	Handles workload with normal ability 3	Very good ability in organizing priorities 4	Exceptionally adept at managing workload 5	5		
2	Adaptability	Little adaptability 1	Resistant to change 2	Moderately adaptable to change 3	Very adaptable; adjusts quickly to change 4	Exceptional versatility with change 5	5		
3	Dependability	Often doesn't complete assignments 1	Frequently requires assistance in completing assignments 2	Complains while completing assignments 3	Can be expected to follow through on assignments 4	Always performs assignments in most reliable fashion 5	4		

TOTAL 14

PART D - ADMINISTRATIVE RESPONSE (20 PTS./5PTS. PER CATEGORY)					SCORE	TEAM LEADER COMMENTS	ACTION PLAN
1	Payroll Deadlines	Often late submitting Time and Travel 1 <input type="checkbox"/>	Usually turns in Time and Travel on Time 3 <input type="checkbox"/>	Always turns in Time and Travel sheets promptly and accurately 5 <input checked="" type="checkbox"/>	5		
2	Documentation Deadlines	Often late meeting deadlines for document submittal 1 <input type="checkbox"/>	Usually meets deadlines for document submittal 3 <input type="checkbox"/>	Always meets deadlines for document submittal 5 <input checked="" type="checkbox"/>	5		
3	Returning Messages	Shrugs off messages 1 <input type="checkbox"/>	Usually returns messages promptly 3 <input type="checkbox"/>	Always returns messages 5 <input checked="" type="checkbox"/>	5		
4	Checking in/Out With Communication Coordinator	Often doesn't report in or out 1 <input type="checkbox"/>	Usually check in/out when leaving 3 <input type="checkbox"/>	Is very responsible to check in or out 5 <input checked="" type="checkbox"/>	5		

TOTAL 20

PART E - ATTITUDE TOWARD JOB & ORGANIZATION (60 PTS.)						SCORE	TEAM LEADER COMMENTS	ACTION PLAN
1	Loyalty	Poor <input type="checkbox"/> Undermines Mission of the Agency 0	Fair <input type="checkbox"/> Exhibits indifference toward mission of Agency 5	Good <input type="checkbox"/> Responds in positive manner upon request 10	Outstanding <input checked="" type="checkbox"/> Seeks opportunities to support mission of Agency 15	15		
2	Integrity	Poor <input type="checkbox"/> Little or no regard to agency values 0	Fair <input type="checkbox"/> Indifference toward agency values 5	Good <input type="checkbox"/> Embraces/Exemplifies agency values 10	Outstanding <input checked="" type="checkbox"/> Exemplary regard for agency values 15	15		
3	Honesty	Poor <input type="checkbox"/> Does not recall situations/denies actions 0	Fair <input type="checkbox"/> Often forgets portions of situation 5	Good <input type="checkbox"/> Reacts fairly to situations 10	Outstanding <input checked="" type="checkbox"/> Voluntarily forthcoming with appropriate information 15	15		
4	Temperament	Poor <input type="checkbox"/> Frequently treats others inappropriately 0	Fair <input type="checkbox"/> Often has moods that interfere with work 5	Good <input type="checkbox"/> Works well with others on a regular basis 10	Outstanding <input checked="" type="checkbox"/> Always communicates in an appropriate manner 15	15		
TOTAL						60		

PART A WORK QUALITY (20 POINTS) 19

PART B WORK QUANTITY (15 POINTS) 15

PART C WORK ORGANIZATION (15 POINTS) 14

PART D ADMINISTRATIVE RESPONSE (20 POINTS) 20

PART E ATTITUDE TOWARD JOB AND ORGANIZATION (60 POINTS) 60

TOTAL 128

Unacceptable	1-25
Needs Improvement	26-50
Satisfactory	51-75
Outstanding	76-100
Superior	101-130
Possible total points	130

OVERALL RATING

Evaluator Personal Committee Larry Webb Date 1-23-2001

Overall Comments Discontinue Administrator recommend step 11 pay in error and organizational skills

Executive Director Wendy Askins ~~Signature~~ Date 1-23-2001

Overall Comments _____

I have reviewed my performance evaluation. Wendy Askins Signature Date 1/25/01

EMPLOYEE PERFORMANCE EVALUATION

He - Henry

Employee's Name - Last, First, Middle <i>John A. Derry</i>	Position Title <i>Executive Director</i>	Today's Date <i>Jan 21, 00</i>
Team Leader <i>Personnel Committee</i>	Start Date of Current Position <i>July 1, 95</i>	
Period of Evaluation From <i>Jan</i> To <i>Jan</i>	Type of Evaluation Probationary <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Exit <input type="checkbox"/> Date: <i>1/21/00</i>	

SECTION 1 - TO BE COMPLETED FOR ALL EMPLOYEES

From <u>Don</u> 10 <u>g.m.</u>									
SECTION 1 - TO BE COMPLETED FOR ALL EMPLOYEES									
PART A - WORK QUALITY (20 POINTS)							SCORE	TEAM LEADER COMMENTS	ACTION PLAN
1	Job Knowledge	<input type="checkbox"/> Constantly requires assistance 1	<input type="checkbox"/> Often requires assistance 2	<input type="checkbox"/> Knowledge adequate for job 3	<input type="checkbox"/> Good knowledge 4	<input checked="" type="checkbox"/> Thorough, comprehensive knowledge 5	5		
2	Accuracy	<input type="checkbox"/> Frequently repeated errors; Never corrected 1	<input type="checkbox"/> Some errors corrected 2	<input type="checkbox"/> Accuracy with minimal errors 3	<input checked="" type="checkbox"/> Infrequent errors; usually consistent 4	<input checked="" type="checkbox"/> Consistently without errors in work 5	4		
3	Neatness	<input type="checkbox"/> Frequently unacceptable 1	<input type="checkbox"/> Untidy, illegible 2	<input type="checkbox"/> Average; acceptable 3	<input type="checkbox"/> Neat and legible 4	<input checked="" type="checkbox"/> Always neat and legible 5	5		
4	Confidentiality					<input checked="" type="checkbox"/> Meets policy standard 5	5		

TOTAL 19

PART D - ADMINISTRATIVE RESPONSE (20 PTS./5PTS. PER CATEGORY)					SCORE	TEAM LEADER COMMENTS	ACTION PLAN
1	Payroll Deadlines	Often late submitting Time and Travel <input type="checkbox"/> 1	Usually turns in Time and Travel on Time <input type="checkbox"/> 3	Always turns in Time and Travel sheets promptly and accurately <input checked="" type="checkbox"/> 5	5		
2	Documentation Deadlines	Often late meeting deadlines for document submittal <input type="checkbox"/> 1	Usually meets deadlines for document submittal <input type="checkbox"/> 3	Always meets deadlines for document submittal <input checked="" type="checkbox"/> 5	5		
3	Returning Messages	Shrugs off messages <input type="checkbox"/> 1	Usually returns messages promptly <input type="checkbox"/> 3	Always returns messages <input checked="" type="checkbox"/> 5	5		
4	Checking in/Out With Communication Coordinator	Often doesn't report in or out <input type="checkbox"/> 1	Usually check in/out when leaving <input type="checkbox"/> 3	Is very responsible to check in or out <input checked="" type="checkbox"/> 5	5		

TOTAL 20

29
 20
 19
 68
 60
 128

PART E - ATTITUDE TOWARD JOB & ORGANIZATION (60 PTS.)						SCORE	TEAM LEADER COMMENTS	ACTION PLAN
1	Loyalty	Poor <input type="checkbox"/> Undermines Mission of the Agency 0	Fair <input type="checkbox"/> Exhibits indifference toward mission of Agency 5	Good <input type="checkbox"/> Responds in positive manner upon request 10	Outstanding <input checked="" type="checkbox"/> Seeks opportunities to support mission of Agency 15	15		
2	Integrity	Poor <input type="checkbox"/> Little or no regard to agency values 0	Fair <input type="checkbox"/> Indifference toward agency values 5	Good <input type="checkbox"/> Embraces/Exemplifies agency values 10	Outstanding <input checked="" type="checkbox"/> Exemplary regard for agency values 15	15		
3	Honesty	Poor <input type="checkbox"/> Does not recall situations/denies actions 0	Fair <input type="checkbox"/> Often forgets portions of situation 5	Good <input type="checkbox"/> Reacts fairly to situations 10	Outstanding <input checked="" type="checkbox"/> Voluntarily forthcoming with appropriate information 15	15		
4	Temperament	Poor <input type="checkbox"/> Frequently treats others inappropriately 0	Fair <input type="checkbox"/> Often has moods that interfere with work 5	Good <input type="checkbox"/> Works well with others on a regular basis 10	Outstanding <input checked="" type="checkbox"/> Always communicates in an appropriate manner 15	15		
TOTAL						60		

PART A WORK QUALITY (20 POINTS) 19

PART B WORK QUANTITY (15 POINTS) 15

PART C WORK ORGANIZATION (15 POINTS) 14

PART D ADMINISTRATIVE RESPONSE (20 POINTS) 20

PART E ATTITUDE TOWARD JOB AND ORGANIZATION (60 POINTS) 60

TOTAL 128

Unacceptable	1-25
Needs Improvement	26-50
Satisfactory	51-75
Outstanding	76-100
Superior	101-130
Possible total points	130

OVERALL RATING _____

Evaluator Larry Webb Date 1-21-2000

Overall Comments OUTSTANDING Job Performance & Knowledge toward her work. Superior Leadership Skills with vision into the future. Recommended. Effective at pay increase to step 5 Date 1-21-2000 3/1/00

Executive Director Wendy Askin (2-step)

Overall Comments _____ Date 1/21/00

I have reviewed my performance evaluation. [Signature] Date 1/21/00

EMPLOYEE STATUS CHANGE

EMPLOYEE NAME

TITLE

EFFECTIVE DATE

CHECK ALL APPLICABLE AREAS

☒ RATE CHANGE

FROM

TO

☐ MERIT

☐ PROMOTION

☐ GENERAL

☐ DEMOTION

☐ SCHEDULED

☒ OTHER

☐ JOB CLASSIFICATION

FROM

TO

☐ TRANSFER

☐ PROMOTION

☐ OTHER

☐ TERMINATION

DATE

☐ RESIGNATION

☐ DISMISSAL

☐ RETIREMENT

☐ LEAVE OF ABSENCE

FROM

TO

☐ OTHER (EXPLAIN)

Originated by

Date

Approved by

Date

Employee Notification

Date

* Approved at the
Board Meeting (SPT)

10

Page 1 of 1

For the Month of March 2001

[illegible]

APPROVED: _____

SIGNATURE OF CLAIMANT & DATE

TRAVEL MANAGEMENT POLICY

Per Diem rates for DISTRICT OF COLUMBIA Effective October 1, 2000					
Per diem locality		Maximum lodging amount (room rate only - No Taxes Included) (a)	+	M & IE rate (b)	= Maximum per diem rate (4) (c)
Key city (1)	County and/or other defined location (2, 3)				
WASHINGTON	WASHINGTON, DC (ALSO THE CITIES OF ALEXANDRIA, FALLS CHURCH, AND FAIRFAX, AND THE COUNTIES OF ARLINGTON, LOUDOUN, AND FAIRFAX IN VIRGINIA; AND THE COUNTIES OF MONTGOMERY AND PRINCE GEORGE'S IN MARYLAND). (SEE ALSO MARYLAND AND VIRGINIA.)	119		46	.165
					Click Here to be Added to list of Properties
					Property Listings at Per diem
					Prop. List

EMPLOYEE PERFORMANCE EVALUATION

Employee's Name - Last, First, Middle <u>Askins Wendy</u>	Position Title <u>Executive Director</u>	Today's Date <u>1/22/02</u>
Team Leader	Start Date of Current Position <u>July 1, 1995</u>	
Period of Evaluation From <u>January 1, 2001</u> To <u>January 1, 2002</u>	Type of Evaluation Probationary <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Exit <input type="checkbox"/> Date: _____	

SECTION I - TO BE COMPLETED FOR ALL EMPLOYEES

PART A - WORK QUALITY (20 POINTS)							SCORE	TEAM LEADER COMMENTS	ACTION PLAN
1	Job Knowledge	<input type="checkbox"/> Constantly requires assistance 1	<input type="checkbox"/> Often requires assistance 2	<input type="checkbox"/> Knowledge adequate for job 3	<input type="checkbox"/> Good knowledge 4	<input checked="" type="checkbox"/> Thorough, comprehensive knowledge 5			
2	Accuracy	<input type="checkbox"/> Frequently repeated errors; Never corrected 1	<input type="checkbox"/> Some errors corrected 2	<input type="checkbox"/> Accuracy with minimal errors 3	<input type="checkbox"/> Infrequent errors; usually consistent 4	<input type="checkbox"/> Consistently without errors in work 5			
3	Neatness	<input type="checkbox"/> Frequently unacceptable 1	<input type="checkbox"/> Untidy, illegible 2	<input type="checkbox"/> Average; acceptable 3	<input type="checkbox"/> Neat and legible 4	<input checked="" type="checkbox"/> Always neat and legible 5			
4	Confidentiality					<input checked="" type="checkbox"/> Meets policy standard 5			

TOTAL 20

PART B - WORK QUALITY (15 POINTS)							SCORE	TEAM LEADER COMMENTS	JOINT ACTION PLAN
1	Quality Of Work	<input type="checkbox"/> Does not meet requirements 1	<input type="checkbox"/> Does just enough to get by 2	<input type="checkbox"/> Volume of work is satisfactory 3	<input type="checkbox"/> Industrious, exceeds work requirements 4	<input checked="" type="checkbox"/> Extremely energetic; Volume exceeds requirement 5			
2	Job Efficiency	<input type="checkbox"/> Inefficient 1	<input type="checkbox"/> Not always efficient 2	<input type="checkbox"/> Efficiency is satisfactory 3	<input type="checkbox"/> Very efficient 4	<input checked="" type="checkbox"/> Highest degree of efficiency 5			
3	Initiative	<input type="checkbox"/> Indifferent 1	<input type="checkbox"/> Often lazy 2	<input type="checkbox"/> Average industriousness 3	<input checked="" type="checkbox"/> Hard worker, willing to do more 4	<input checked="" type="checkbox"/> Exceptionally diligent 5			

TOTAL 14

PART C - WORK ORGANIZATION (15 POINTS)							SCORE	TEAM LEADER COMMENTS	ACTION PLAN
1	Organization Of Work	<input type="checkbox"/> Unable to manage workload; inconsistent 1	<input type="checkbox"/> Occasionally allows workload to build up 2	<input type="checkbox"/> Handles workload with normal ability 3	<input type="checkbox"/> Very good ability in organizing priorities 4	<input checked="" type="checkbox"/> Exceptionally adept at managing workload 5			
2	Adaptability	<input type="checkbox"/> Little adaptability 1	<input type="checkbox"/> Resistant to change 2	<input type="checkbox"/> Moderately adaptable to change 3	<input type="checkbox"/> Very adaptable; adjusts quickly to change 4	<input checked="" type="checkbox"/> Exceptional versatility with change 5			
3	Dependability	<input type="checkbox"/> Often doesn't complete assignments 1	<input type="checkbox"/> Frequently requires assistance in completing assignments 2	<input type="checkbox"/> Complains while completing assignments 3	<input type="checkbox"/> Can be expected to follow through on assignments 4	<input checked="" type="checkbox"/> Always performs assignments in most reliable fashion 5			

TOTAL 15

PART D - ADMINISTRATIVE RESPONSE (20 PTS./5PTS. PER CATEGORY)					SCORE	TEAM LEADER COMMENTS	ACTION PLAN
1	Payroll Deadlines	Often late submitting Time and Travel <input type="checkbox"/> 1	Usually turns in Time and Travel on Time <input type="checkbox"/> 3	Always turns in Time and Travel sheets promptly and accurately <input checked="" type="checkbox"/> 5			
2	Documentation Deadlines	Often late meeting deadlines for document submittal <input type="checkbox"/> 1	Usually meets deadlines for document submittal <input type="checkbox"/> 3	Always meets deadlines for document submittal <input checked="" type="checkbox"/> 5			
3	Returning Messages	Shrugs off messages <input type="checkbox"/> 1	Usually returns messages promptly <input type="checkbox"/> 3	Always returns messages <input checked="" type="checkbox"/> 5			
4	Checking in/Out With Communication Coordinator	Often doesn't report in or out <input type="checkbox"/> 1	Usually check in/out when leaving <input type="checkbox"/> 3	Is very responsible to check in or out <input checked="" type="checkbox"/> 5			

TOTAL 20

PART E - ATTITUDE TOWARD JOB & ORGANIZATION (60 PTS.)					SCORE	TEAM LEADER COMMENTS	ACTION PLAN*
1	Loyalty	Poor <input type="checkbox"/> Undermines Mission of the Agency 0	Fair <input type="checkbox"/> Exhibits indifference toward mission of Agency 5	Good <input type="checkbox"/> Responds in positive manner upon request 10	Outstanding <input checked="" type="checkbox"/> Seeks opportunities to support mission of Agency 15		
2	Integrity	Poor <input type="checkbox"/> Little or no regard to agency values 0	Fair <input type="checkbox"/> Indifference toward agency values 5	Good <input type="checkbox"/> Embraces/Exemplifies agency values 10	Outstanding <input checked="" type="checkbox"/> Exemplary regard for agency values 15		
3	Honesty	Poor <input type="checkbox"/> Does not recall situations/denies actions 0	Fair <input type="checkbox"/> Often forgets portions of situation 5	Good <input type="checkbox"/> Reacts fairly to situations 10	Outstanding <input checked="" type="checkbox"/> Voluntarily forthcoming with appropriate information 15		
4	Temperament	Poor <input type="checkbox"/> Frequently treats others inappropriately 0	Fair <input type="checkbox"/> Often has moods that interfere with work 5	Good <input type="checkbox"/> Works well with other on a regular basis 10	Outstanding <input checked="" type="checkbox"/> Always communicates in an appropriate manner 15		
TOTAL					60		

PART A WORK QUALITY (20 POINTS) 20

PART B WORK QUANTITY (15 POINTS) 14

PART C WORK ORGANIZATION (15 POINTS) 20/15

PART D ADMINISTRATIVE RESPONSE (20 POINTS) 20

PART E ATTITUDE TOWARD JOB AND ORGANIZATION (60 POINTS) 60

TOTAL 129

OVERALL RATING Superior

Unacceptable	1-25
Needs Improvement	26-50
Satisfactory	51-75
Outstanding	76-100
Superior	101-130
Possible total points	130

Evaluator Maria Lucia Chavira Date 1/22/02

Overall Comments Keep on doing what you are doing Based on the evaluation the

Executive Director Cathy H. Laro Date 1/22/02

Overall Comments _____

I have reviewed my performance evaluation. Cathy H. Laro Signature _____ Date _____

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Executive Director

Performance Rating

- | | | | | | |
|--|---|---|---|-----|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | (4) | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | (4) | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall
Rating 69

Evaluator: Personnel Committee, Huntington Date: 1/31/03

Comments: Outstanding & very confident

Executive Director: Wendy Askins Date: 1/28/03

Comments: _____

I have reviewed my performance evaluation. Wendy Askins 1/28/03
Signature Date

Minutes
Personnel Committee
January 21, 2003

The Personnel Committee met on January 21, 2003 at 10:00 p.m. at the UCDD offices on South Willow Avenue.

The committee discussed the UCDD Employee Life Insurance Plan. Coverage for full time employees would be: 1.5 times earnings for employees up to \$50,000; \$5,000 for spouse coverage and \$2,000 per child. As employees promote into higher positions life insurance will increase. Spouse and child will remain the same. Ed Hale made a motion to approve the Employee Life Insurance Coverage, seconded by Luke Collins. Motion carried unanimously.

The Personnel/Grievance Committee evaluated the Executive Director. The committee feels Ms. Askins has shown outstanding organizational leadership skills through personnel selection and duty assignment.

The Personnel Committee feels fortunate in having a proven leader. Glen Harold Donoho made a motion based on the evaluation the committee approve a 5% increase in salary, seconded by Luke Collins. Motion carried unanimously.

There being no further business to discuss Ed Hale made a motion to adjourn, seconded by Luke Collins. Motion carried unanimously.

Members Present:

Luke Collins
Edward Hale
Hosea Winningham
Glen H. Donoho
Herd Sullivan

EMPLOYEE STATUS CHANGE

EMPLOYEE NAME

TITLE

EFFECTIVE DATE

CHECK ALL APPLICABLE AREAS

☒ RATE CHANGE

FROM

TO

☒ MERIT

☐ PROMOTION

☐ GENERAL

☐ DEMOTION

☐ SCHEDULED

☐ OTHER

☐ JOB CLASSIFICATION

FROM

TO

☐ TRANSFER

☐ PROMOTION

☐ OTHER

☐ TERMINATION

DATE

☐ RESIGNATION

☐ DISMISSAL

☐ RETIREMENT

☐ LEAVE OF ABSENCE

FROM

TO

☐ OTHER (EXPLAIN)

Originated by

Date

Approved by

Date

Employee Notification

Date



TENNESSEE
TECHNOLOGY
CENTER at McMinnville

241 Vo-Tech Drive
McMinnville, TN 37110
(931) 473-5587 phone
(931) 473-6380 fax

To: Upper Cumberland Development District From: Donna Thompson for Marvin Lusk
Fax: (931) 432-4242 Date: December 16, 2003
Phone: Pages: 2 including cover sheet
Re: Personal Performance Evaluation

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Executive Director

	Performance Rating			
1. Attendance and punctuality.....	1	2	3	4 (5)
2. Communication skills.....	1	2	3	4 (5)
3. Working relationships within organization.....	1	2	3	4 (5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4 (5)
5. Quality of Work.....	1	2	3	4 (5)
6. Initiative - Assertiveness.....	1	2	3	4 (5)
7. Ability to accept constructive criticism.....	1	2	3	4 (5)
8. Job knowledge.....	1	2	3	4 (5)
9. Follows direction.....	1	2	3	4 (5)
10. Conscientious.....	1	2	3	4 (5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4 (5)
12. Complies with established policies and procedures.....	1	2	3	4 (5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4 (5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4 (5)

RATING: 1 - Unacceptable
2 - Needs Improvement
3 - Satisfactory

4 - Good
5 - Outstanding

Overall
Rating

5

TOTAL

-70

Evaluator: Martin Lusk Date: 12/15/03

Comments: I have seen improvement on item # 7. On
all other items you have given outstanding
performance.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____ Date _____
Signature

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Wendy Askins POSITION Executive Director

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 – Good
 2 – Needs Improvement 5 – Outstanding
 3 – Satisfactory

Overall Rating 70

Evaluator: Carolyn D. Houston, Pers. Committee Date: 12-18-03

Comments: Possess true leadership ability; very loyal to those served; takes great care and interest from the smallest project to the largest. True inspiration to all who encounter her.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
 Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Executive Director

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable
2 – Needs Improvement
3 – Satisfactory
4 – Good
(5) – Outstanding

Overall Rating 70

Evaluator: Glen H. Wendler Date: 12-18-03

Comments: Outstanding job and also,
Very Beautiful Person.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Wendy Ashins POSITION Executive Director

	<u>Performance Rating</u>				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	(4)	5
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	5 (6)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable
2 – Needs Improvement
3 – Satisfactory

4 – Good
5 – Outstanding

Overall Rating 70

Evaluator: Labe M. Collins Date: 12-18-03

Comments: Outstanding leadership and management ability

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____ Date _____
Signature

NAME: WENDY ASKINS POSITION EXECUTIVE DIRECTOR

NAME: WENDY ASKINS POSITION EXECUTIVE DIRECTOR

RATING: 1 – Unacceptable 4 – Good Overall Rating 70
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Evaluator: MICHAEL NESBITT-PERSONNEL Date: 12-18-03
COMMITTEE

Comments: Wendy does a great job. We are fortunate to have her.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Wendy Askin POSITION Executive Director

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| | 1 | 2 | 3 | 4 | (5) |
| 1. Attendance and punctuality..... | | | | | (5) |
| 2. Communication skills..... | | | | | (5) |
| 3. Working relationships within organization..... | | | | | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | | | | | (5) |
| 5. Quality of Work..... | | | | | (5) |
| 6. Initiative – Assertiveness..... | | | | | (5) |
| 7. Ability to accept constructive criticism..... | | | | | (5) |
| 8. Job knowledge..... | | | | | (5) |
| 9. Follows direction..... | | | | | (5) |
| 10. Conscientious..... | | | | | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | | | | | (5) |
| 12. Complies with established policies and procedures..... | | | | | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | | | | | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | | | | | (5) |

RATING: 1 – Unacceptable 4 – Good Overall Rating 70
 2 – Needs Improvement 5 – Outstanding

Evaluator: [Signature] Date: 12-18-03
 Comments: _____

Executive Director: _____ Date: _____
 Comments: _____

I have reviewed my performance evaluation. _____ Signature _____ Date _____

NAME: WENDY ASKINS POSITION EXECUTIVE DIRECTOR

RATING: 1 – Unacceptable 4 - Good
2 – Needs Improvement 5 – Outstanding Overall Rating 70
3 - Satisfactory

Comments: Wendy does a great job. We are fortunate to have her.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Wendy Askins POSITION Executive Director

	<u>Performance Rating</u>				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable 4 – Good
 2 – Needs Improvement 5 – Outstanding
 3 – Satisfactory

Overall Rating 70

Evaluator: Carolyn D. Houston, Pers. Committee Date: 12-18-03

Comments: Possess true leadership ability; very loyal to those served; takes great care and interest from the smallest project to the largest. True inspiration to all who encounter her.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
 Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION: Executive Director

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative - Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 -- Unacceptable 4 - Good
2 -- Needs Improvement 5 - Outstanding
3 - Satisfactory

Overall Rating 5 ^{TOTAL} - 70

Evaluator: Martin Lusk Date: 12/15/03

Comments: I have seen improvement on item # 7. On all other items you have given outstanding performance.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Executive Director

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable
2 – Needs Improvement
3 – Satisfactory
4 – Good
(5) – Outstanding

Overall Rating 70

Evaluator: Glen B. Denebo Date: 12-18-03

Comments: Outstanding job and also,
Very Beautiful Person.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Ashins POSITION Executive Director

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	(4)	5
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	5 (6)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall Rating 70

Evaluator: Lake M. Collier Date: 12-18-03

Comments: Outstanding leadership and management ability

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askin POSITION Executive Director

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative -- Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory
Overall Rating 70

Evaluator: J. K. H. H. H. Date: 12-18-03

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Wendy Askins POSITION Executive Director

	<u>Performance Rating</u>				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable 4 - Good
 2 – Needs Improvement 5 – Outstanding
 3 - Satisfactory

Overall Rating 70

Evaluator: Carolyn D. Houston, Pers. Committee Date: 12-18-03

Comments: Possess true leadership ability; very loyal to those served; takes great care and interest from the smallest project to the largest. True inspiration to all who encounter her.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
 Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: WENDY ASKINS POSITION EXECUTIVE DIRECTOR

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall
Rating 70

Evaluator: MICHAEL NESBITT Date: 12-14-04

Comments: I WISH EVERYONE THAT I DEAL WITH WOULD
BE AS EFFICIENT AS WENDY

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation.

Signature

Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION: Executive Director

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

15. Looks

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall Rating 75

Evaluator: Ken H. Reynolds Date: 12-14-05

Comments: Great Job - Great Leadership -
A-1 in Looks and Job.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

NAME: Wanda Hopkins POSITION Exec. Dir.

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall Rating 4.70

Comments: Love willing to help me in every way

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Wendy Atkins POSITION _____

	<u>Performance Rating</u>				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	5
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	5
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	5

RATING: 1 – Unacceptable 4 - Good
 2 – Needs Improvement 5 – Outstanding
 3 - Satisfactory

Overall
Rating 70

Evaluator: J Edward Hahn Date: 12-17-04

Comments: As the nation shows, Wendy does a super job.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
 Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Director

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall
Rating 70

Evaluator: Carolyn D. Houston Date: 12-14-04

Comments: UCDD is totally beyond exceptional show of professionalism and dedication to the counties they represent due all and/or in part to a professional Executive Director.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation.

Signature

Date

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Lake M. Collins POSITION Mayor Clay County
Mendy Atkins Executive Director
Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 - Good
 2 – Needs Improvement 5 – Outstanding
 3 - Satisfactory

70
 Overall Rating Outstanding

Evaluator: Lake M. Collins Date: Dec 14 2004

Comments: I have never given anyone or anything a perfect rating until today, but to do anything less would be inaccurate. Thanks & keep up the good work.

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
 Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Executive Director

Performance Rating

- | | | | | | |
|--|---|---|---|---|---|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | 5 |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | 5 |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | 5 |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | 5 |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | 5 |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | 5 |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | 5 |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | 5 |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | 5 |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | 5 |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | 5 |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | 5 |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | 5 |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | 5 |

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall Rating 70

Evaluator: Carolyn D. Houston Date: 01-09-06

Comments: Takes exceptional pride in working with County's to ensure fairness and implementation of available resources and opportunities to each

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

Signature

Date _____

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: WENDY ASKINS POSITION EX DIRECTOR

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall
Rating 70

Evaluator: MICHAEL F. NESBITT Date: 1-9-06

Comments: _____

WENDY DOES A GREAT JOB FOR ALL
FOURTEEN COUNTIES 5%

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

EMPLOYEE STATUS CHANGE

EMPLOYEE NAME

Wendy Adams

TITLE

Executive Director

EFFECTIVE DATE

4/1/06

CHECK ALL APPLICABLE AREAS

☐ RATE CHANGE

FROM 86,841.⁰⁰

TO

91,183.⁰⁰

☒

MERIT

☐

PROMOTION

☐

GENERAL

☐

DEMOTION

☐

SCHEDULED

☐

OTHER

☐ JOB CLASSIFICATION

FROM

TO

☐

TRANSFER

☐

PROMOTION

☐

OTHER

☐

TERMINATION

DATE

☐

RESIGNATION

☐

DISMISSAL

☐

RETIREMENT

☐

LEAVE OF ABSENCE

FROM

TO

☐

OTHER (EXPLAIN)

Originated by

Personnel Committee

Date

Approved by

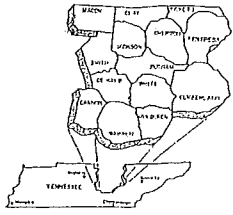
Wendy Adams

Date

Employee Notification

Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT



1225 South Willow Avenue
Cookeville, TN 38506
Phone: (931) 432-4111
Fax: (931) 432-6010

Chairman
Mike Foster

Vice Chairman
John Pelham

Secretary
Mike Gannon

Treasurer
J. H. Graham

Executive Director
Wendy Askins

- MEMORANDUM -

TO: (Personnel/Grievance Committee)
(John Cason, Dale Reagan, Marvin Lusk, Edward Hale and Mike Foster)

FROM: John Pelham, Chairman of Personnel/Grievance Committee

DATE: January 13, 2011

SUBJECT: UCDD Personnel Committee Meeting

=====

The Upper Cumberland Development District's Personnel/Grievance Committee will meet January 19, 2011 at 11:00 a.m. The meeting will be held at the Upper Cumberland Development District offices on South Willow Avenue, Cookeville.

JP/st

AGENDA

1. Call to Order.....John Pelham
2. Roll CallSherry Thurman
3. Evaluation of the Executive Director.....Personnel Committee
4. Old Business.....John Pelham
5. New Business.....John Pelham
6. Adjourn.....John Pelham

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

91,183
K50%
7,560.00

NAME: J. Earl Hall POSITION: _____

Please Check or Make
Necessary Comments

1. Attendance and punctuality..... 3
2. Communication skills..... 3
3. Working relationships within organization..... 3
4. Keeps supervisor and/or Executive Director informed of activity. 3
5. Quality of Work..... 3
6. Initiative – Assertiveness..... 3
7. Ability to accept constructive criticism..... 3
8. Job knowledge..... 3
9. Follows direction..... 3
10. Conscientious..... 3
11. Willing to assist beyond regularly assigned duties..... 3
12. Complies with established policies and procedures..... 3
13. Attitude toward job and organization (loyalty, integrity)..... 3
14. Effective leadership ability (Applies to Supervisor Positions Only) 3

RATING: 1 Satisfactory 3 Outstanding 5 Unacceptable 42
2 Good 4 Needs Improvement

Evaluator: J. Earl Hall Date: 12-19-06

Comments: Shows real skill and interest in all
projects and needs of the district. Treats
everyone equally.

Executive Director: _____ Date: _____

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: WENDY ASKINS POSITION EX DIRECTOR

Please Check or Make
Necessary Comments

1. Attendance and punctuality..... 3
2. Communication skills..... 3
3. Working relationships within organization..... 3
4. Keeps supervisor and/or Executive Director informed of activity. 3
5. Quality of Work..... 3
6. Initiative – Assertiveness..... 3
7. Ability to accept constructive criticism..... 3
8. Job knowledge..... 3
9. Follows direction..... 3
10. Conscientious..... 3
11. Willing to assist beyond regularly assigned duties..... 3
12. Complies with established policies and procedures..... 3
13. Attitude toward job and organization (loyalty, integrity)..... 3
14. Effective leadership ability (Applies to Supervisor Positions Only) 3

RATING: 1 Satisfactory 3 Outstanding 5 Unacceptable
2 Good 4 Needs Improvement

Evaluator: MICHAEL E. NESBITT Date: 12-19-06

Comments: I WOULD LIKE TO SEE INFORMATION
IN THE COMMUNITY OF WHAT UCDD DOES OR
CAN DO (EX: NEWSPAPER, MTGS, RAISE)
(YOU DO A GREAT JOB !!!)

Executive Director: _____ Date: _____

SUGGESTED RAISE 5%

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Executive Director

Please Check or Make
Necessary Comments

- | | |
|---|-----------|
| 1. Attendance and punctuality..... | <u>3</u> |
| 2. Communication skills..... | <u>3</u> |
| 3. Working relationships within organization..... | <u>3</u> |
| 4. Keeps supervisor and/or Executive Director informed of activity. | <u>3</u> |
| 5. Quality of Work..... | <u>3</u> |
| 6. Initiative – Assertiveness..... | <u>3</u> |
| 7. Ability to accept constructive criticism..... | <u>3</u> |
| 8. Job knowledge..... | <u>3</u> |
| 9. Follows direction..... | <u>3</u> |
| 10. Conscientious..... | <u>3</u> |
| 11. Willing to assist beyond regularly assigned duties..... | <u>3</u> |
| 12. Complies with established policies and procedures..... | <u>3</u> |
| 13. Attitude toward job and organization (loyalty, integrity)..... | <u>3</u> |
| 14. Effective leadership ability (Applies to Supervisor Positions Only) | <u>3</u> |
| | <u>42</u> |

RATING: 1 Satisfactory 3 Outstanding 5 Unacceptable
 2 Good 4 Needs Improvement

Evaluator: Mike Fortis Date: 12-19-06

Comments: Ms. Askins is always available and willing to help with normal, as well as unusual problems or needs

Executive Director: _____ Date: _____

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askin POSITION Executive Director

Please Check or Make
Necessary Comments

1. Attendance and punctuality..... 3
2. Communication skills..... 3
3. Working relationships within organization..... 3
4. Keeps supervisor and/or Executive Director informed of activity. 3
5. Quality of Work..... 3
6. Initiative – Assertiveness..... 3
7. Ability to accept constructive criticism..... 2
8. Job knowledge..... 3
9. Follows direction..... 3
10. Conscientious..... 3
11. Willing to assist beyond regularly assigned duties..... 3
12. Complies with established policies and procedures..... 3
13. Attitude toward job and organization (loyalty, integrity)..... 3
14. Effective leadership ability (Applies to Supervisor Positions Only) 3

RATING: 1 Satisfactory 3 Outstanding 5 Unacceptable
2 Good 4 Needs Improvement

Evaluator: Maureen Lewis Date: 12-19-06

Comments: Wendy should continue doing an outstanding job as in past and present

Executive Director: _____ Date: _____

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: WENDY ASKINS POSITION Executive Director

Please Check or Make
Necessary Comments

- | | |
|---|----------|
| 1. Attendance and punctuality..... | <u>3</u> |
| 2. Communication skills..... | <u>3</u> |
| 3. Working relationships within organization..... | <u>3</u> |
| 4. Keeps supervisor and/or Executive Director informed of activity. | <u>3</u> |
| 5. Quality of Work..... | <u>3</u> |
| 6. Initiative – Assertiveness..... | <u>3</u> |
| 7. Ability to accept constructive criticism..... | <u>3</u> |
| 8. Job knowledge..... | <u>3</u> |
| 9. Follows direction..... | <u>3</u> |
| 10. Conscientious..... | <u>3</u> |
| 11. Willing to assist beyond regularly assigned duties..... | <u>3</u> |
| 12. Complies with established policies and procedures..... | <u>3</u> |
| 13. Attitude toward job and organization (loyalty, integrity)..... | <u>3</u> |
| 14. Effective leadership ability (Applies to Supervisor Positions Only) | <u>3</u> |

RATING: 1 Satisfactory 3 Outstanding 5 Unacceptable
 2 Good 4 Needs Improvement

Evaluator: [Signature] Date: 12-19-2006

Comments: Wendy has always proven to be an effective leader
for the District over the last eight years that I
know her. She does a great job!

Executive Director: _____ Date: _____

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION: Director

Please Check or Make
Necessary Comments

- | | |
|---|----------|
| 1. Attendance and punctuality..... | <u>3</u> |
| 2. Communication skills..... | <u>3</u> |
| 3. Working relationships within organization..... | <u>3</u> |
| 4. Keeps supervisor and/or Executive Director informed of activity. | <u>3</u> |
| 5. Quality of Work..... | <u>3</u> |
| 6. Initiative – Assertiveness..... | <u>3</u> |
| 7. Ability to accept constructive criticism..... | <u>3</u> |
| 8. Job knowledge..... | <u>3</u> |
| 9. Follows direction..... | <u>3</u> |
| 10. Conscientious..... | <u>3</u> |
| 11. Willing to assist beyond regularly assigned duties..... | <u>3</u> |
| 12. Complies with established policies and procedures..... | <u>3</u> |
| 13. Attitude toward job and organization (loyalty, integrity)..... | <u>3</u> |
| 14. Effective leadership ability (Applies to Supervisor Positions Only) | <u>3</u> |

RATING: 1 Satisfactory 3 Outstanding 5 Unacceptable
2 Good 4 Needs Improvement

Evaluator: Billy Robbins Date: 12-19-06

Comments: at all times Mrs Askins has shown a outstanding
ability & level & demonstrated the ongoing responsibility of the
UCDD. Always ready to help all members of the UCDD with any requests

Executive Director: _____ Date: _____

NAME: _____ POSITION _____

1. Attendance and punctuality.....	1	2	3	4	5
2. Communication skills.....	1	2	3	4	5
3. Working relationships within organization.....	1	2	3	4	5
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	5
5. Quality of Work.....	1	2	3	4	5
6. Initiative – Assertiveness.....	1	2	3	4	5
7. Ability to accept constructive criticism.....	1	2	3	4	5
8. Job knowledge.....	1	2	3	4	5
9. Follows direction.....	1	2	3	4	5
10. Conscientious.....	1	2	3	4	5
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	5
12. Complies with established policies and procedures.....	1	2	3	4	5
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	5
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	5

Overall
Rating _____

Comments: WCDD has always helped Warren County in every possible way. In 2007 they traveled to Washington in support of a project unrelated to any other County in the District. And I know that every Co. would and does receive the same support.

Human Resource Manager: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Executive Director

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	5
2. Communication skills.....	1	2	3	4	5
3. Working relationships within organization.....	1	2	3	4	5
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	5
5. Quality of Work.....	1	2	3	4	5
6. Initiative – Assertiveness.....	1	2	3	4	5
7. Ability to accept constructive criticism.....	1	2	3	4	5
8. Job knowledge.....	1	2	3	4	5
9. Follows direction.....	1	2	3	4	5
10. Conscientious.....	1	2	3	4	5
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	5
12. Complies with established policies and procedures.....	1	2	3	4	5
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	5
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	5

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall Rating 5

Evaluator: John B. Mullinix Date: 1/8/2008

Comments: I have a wonderful working relationship & I feel Wendy is a very compassionate caring person who goes the extra mile for the causes in the Upper Cumberland District.

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

NAME: Wendy POSITION Director

RATING: 1 – Unacceptable 4 - Good
2 – Needs Improvement 5 – Outstanding Overall
3 - Satisfactory Rating _____

Evaluator: Herb Sullivan Date: 1-8-08

Comments: _____

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION _____

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	5
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	5

RATING: 1 – Unacceptable 4 - Good
2 – Needs Improvement 5 – Outstanding
3 - Satisfactory

Overall
Rating outstanding

Evaluator: J Eder Hall Date: 1-8-

Comments: _____

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy POSITION Executive Director

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable 4 - Good
2 – Needs Improvement 5 – Outstanding
3 - Satisfactory

Overall
Rating 5

Evaluator: Stephen Dillrey Date: 1-8-07

Comments: Stay Positive, Keep your faith, & Keep up the
good work

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

- MEMORANDUM -

1. Call to Order.....Edward Hale
2. Roll CallSherry Thurman
3. Evaluation of the Executive Director.....Personnel Committee
4. Old Business.....Edward Hale
5. New Business.....Edward Hale
6. Adjourn.....Edward Hale

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Wendy Askins POSITION _____

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable 4 – Good
 2 – Needs Improvement 5 – Outstanding
 3 – Satisfactory

Overall Rating Outstanding

Evaluator: Mike Foster Date: 1-13-09

Comments: I appreciate the working relationship with Wendy and her staff. I also appreciate the advice & helpful attitude Wendy has for all customers as well as the individuals on the board.
 Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
 Signature Date

NAME: Wendy Askins POSITION _____

1. Attendance and punctuality.....	1	2	3	4	5
2. Communication skills.....	1	2	3	4	5
3. Working relationships within organization.....	1	2	3	4	5
4. Keeps supervisor and/or Executive Director informed of activity.....	1	2	3	4	5
5. Quality of Work.....	1	2	3	4	5
6. Initiative – Assertiveness.....	1	2	3	4	5
7. Ability to accept constructive criticism.....	1	2	3	4	5
8. Job knowledge.....	1	2	3	4	5
9. Follows direction.....	1	2	3	4	5
10. Conscientious.....	1	2	3	4	5
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	5
12. Complies with established policies and procedures.....	1	2	3	4	5
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	5
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	5

Overall
Rating _____

Comments: _____

Comments: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION _____

Performance Rating

1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable 4 - Good
2 – Needs Improvement 5 – Outstanding
3 - Satisfactory

Overall
Rating 5

Evaluator: M. Lusk Date: 1-17-09

Comments: I see no reason your Perf. rating should
change this yr or 09. - Good Luck with this
year & all dealings - M. Lusk

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Director

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	5
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative -- Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 - Unacceptable 4 - Good
2 - Needs Improvement (5) - Outstanding
3 - Satisfactory

Overall
Rating Outstanding

Evaluator: Herbert Capeland Date: 1-13-09

Comments: I know you do a great outstanding job.
and really like to work with you and your staff

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION E.A.

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall Rating 5 *Outstanding!*

Evaluator: Stephen Pilbrey Date: 1-13-09

Comments: I want to thank you for all your help & support
not only to me but to District Coe. Most of all Thank you
for being my friend and a friend to my family. God Bless
you.

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Exec. Director

Performance Rating

- | | | | | | |
|--|---|---|---|---|---|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | ⑤ |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | ⑤ |
| 3. Working relationships within organization.... | 1 | 2 | 3 | 4 | ⑤ |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | ⑤ |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | ⑤ |
| 6. Initiative -- Assertiveness..... | 1 | 2 | 3 | 4 | ⑤ |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | ⑤ |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | ⑤ |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | ⑤ |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | ⑤ |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | ⑤ |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | ⑤ |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | ⑤ |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | ⑤ |

RATING: 1 – Unacceptable 4 - Good
2 – Needs Improvement 5 – Outstanding
3 - Satisfactory

Overall Rating 5

Evaluator: John Mullinix Date: 1/13/09

Comments: Wendy has done an exceptional job & under her leadership the Development District has grown & continues to provide essential services to all communities in the Upper Cumberland.

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation.

Signature

[Signature]

Date

1/13/2009

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Adams POSITION _____

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 - Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall
Rating Outstanding

Evaluator: [Signature] Date: 1-25-2010

Comments: Under the direction of Wendy the UCDD has continued the support of the Upper Cumberland Counties with excellence, even during very difficult economic times, her guidance has allowed all of our counties to prosper.

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy L... POSITION Board Members

Performance Rating

- | | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|
| 1. Attendance and punctuality..... | | | | | 5 |
| 2. Communication skills..... | | | | | 5 |
| 3. Working relationships within organization..... | | | | | 5 |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | | | | | 5 |
| 5. Quality of Work..... | | | | | 5 |
| 6. Initiative – Assertiveness..... | | | | | 5 |
| 7. Ability to accept constructive criticism..... | | | | | 5 |
| 8. Job knowledge..... | | | | | 5 |
| 9. Follows direction..... | | | | | 5 |
| 10. Conscientious..... | | | | | 5 |
| 11. Willing to assist beyond regularly assigned duties..... | | | | | 5 |
| 12. Complies with established policies and procedures..... | | | | | 5 |
| 13. Attitude toward job and organization (loyalty, integrity)..... | | | | | 5 |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | | | | | 5 |

RATING: 1 – Unacceptable
2 – Needs Improvement
3 – Satisfactory
4 – Good
5 – Outstanding

Overall Rating 5

Evaluator: Wendy L... Date: 1-25-10

Comments: Wendy is doing an outstanding job for many yrs. and do see any changes except plus, plus

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. W. L. ... 1-25-10
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Astins POSITION Director

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory

Overall
Rating

Excellent
5

Evaluator: Steve Bulby Date: 1-25-10

Comments: Continue the good work you do on a
daily basis. Thank you for caring about Aickett County.
God Bless.

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation.

Signature

Date

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Vendy Askins POSITION Director

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 – Good
 2 – Needs Improvement 5 – Outstanding
 3 – Satisfactory

Overall Rating 5

Evaluator: [Signature] Date: 1-25-10

Comments: Always willing to assist counties with problems and solutions. Very good staff. Very effective leader and respected in the business community.

Human Resource Manager: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
 Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Atkins POSITION Director

	Performance Rating			
1. Attendance and punctuality.....	1	2	3	4 <u>5</u>
2. Communication skills.....	1	2	3	4 <u>5</u>
3. Working relationships within organization.....	1	2	3	4 <u>5</u>
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4 <u>5</u>
5. Quality of Work.....	1	2	3	4 <u>5</u>
6. Initiative – Assertiveness.....	1	2	3	4 <u>5</u>
7. Ability to accept constructive criticism.....	1	2	3	4 <u>5</u>
8. Job knowledge.....	1	2	3	4 <u>5</u>
9. Follows direction.....	1	2	3	4 <u>5</u>
10. Conscientious.....	1	2	3	4 <u>5</u>
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4 <u>5</u>
12. Complies with established policies and procedures.....	1	2	3	4 <u>5</u>
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4 <u>5</u>
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4 <u>5</u>

RATING: 1 – Unacceptable 4 – Good
2 – Needs Improvement 5 – Outstanding
3 – Satisfactory
Overall Rating 5

Evaluator: M. Rusk Date: 1-19-11

Comments: Another outstanding yr. for this post
yr. - keep up the good leadership -

Human Resource Director: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. M. Rusk 1-19-11
Signature Date

**UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION**

NAME: Wendy Perkins POSITION _____

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	(5)
2. Communication skills.....	1	2	3	4	(5)
3. Working relationships within organization.....	1	2	3	4	(5)
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	(5)
5. Quality of Work.....	1	2	3	4	(5)
6. Initiative – Assertiveness.....	1	2	3	4	(5)
7. Ability to accept constructive criticism.....	1	2	3	4	(5)
8. Job knowledge.....	1	2	3	4	(5)
9. Follows direction.....	1	2	3	4	(5)
10. Conscientious.....	1	2	3	4	(5)
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	(5)
12. Complies with established policies and procedures.....	1	2	3	4	(5)
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	(5)
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	(5)

RATING: 1 – Unacceptable
2 – Needs Improvement
3 – Satisfactory

4 – Good
5 – Outstanding

Overall Rating Excellent

Evaluator: [Signature] Date: 1-19-2011

Comments: Wendy continues to work for all the counties of the Upper Cumberland and help each of us to see our people have better lives.

Human Resource Director: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION Executive Director

Performance Rating

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Attendance and punctuality..... | 1 | 2 | 3 | 4 | (5) |
| 2. Communication skills..... | 1 | 2 | 3 | 4 | (5) |
| 3. Working relationships within organization..... | 1 | 2 | 3 | 4 | (5) |
| 4. Keeps supervisor and/or Executive Director informed of activity.... | 1 | 2 | 3 | 4 | (5) |
| 5. Quality of Work..... | 1 | 2 | 3 | 4 | (5) |
| 6. Initiative – Assertiveness..... | 1 | 2 | 3 | 4 | (5) |
| 7. Ability to accept constructive criticism..... | 1 | 2 | 3 | 4 | (5) |
| 8. Job knowledge..... | 1 | 2 | 3 | 4 | (5) |
| 9. Follows direction..... | 1 | 2 | 3 | 4 | (5) |
| 10. Conscientious..... | 1 | 2 | 3 | 4 | (5) |
| 11. Willing to assist beyond regularly assigned duties..... | 1 | 2 | 3 | 4 | (5) |
| 12. Complies with established policies and procedures..... | 1 | 2 | 3 | 4 | (5) |
| 13. Attitude toward job and organization (loyalty, integrity)..... | 1 | 2 | 3 | 4 | (5) |
| 14. Effective leadership ability (Applies to Supervisor Positions Only). | 1 | 2 | 3 | 4 | (5) |

RATING: 1 – Unacceptable 4 - Good
2 – Needs Improvement 5 – Outstanding
3 - Satisfactory

Overall
Rating 5

Evaluator: John Cason Date: 1-19-11

Comments: Wendy does not take the credit for all of her programs, she lets her employees do their job. She doesn't forget who she works for.

Human Resource Director: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date

UPPER CUMBERLAND DEVELOPMENT DISTRICT
PERSONAL PERFORMANCE EVALUATION

NAME: Wendy Askins POSITION EX Director

	Performance Rating				
1. Attendance and punctuality.....	1	2	3	4	5
2. Communication skills.....	1	2	3	4	5
3. Working relationships within organization.....	1	2	3	4	5
4. Keeps supervisor and/or Executive Director informed of activity....	1	2	3	4	5
5. Quality of Work.....	1	2	3	4	5
6. Initiative – Assertiveness.....	1	2	3	4	5
7. Ability to accept constructive criticism.....	1	2	3	4	5
8. Job knowledge.....	1	2	3	4	5
9. Follows direction.....	1	2	3	4	5
10. Conscientious.....	1	2	3	4	5
11. Willing to assist beyond regularly assigned duties.....	1	2	3	4	5
12. Complies with established policies and procedures.....	1	2	3	4	5
13. Attitude toward job and organization (loyalty, integrity).....	1	2	3	4	5
14. Effective leadership ability (Applies to Supervisor Positions Only).	1	2	3	4	5

RATING: 1 – Unacceptable
2 – Needs Improvement
3 – Satisfactory
4 – Good
5 – Outstanding

Overall Rating _____

Evaluator: Don Roason Date: 1-19-2011

Comments: I would like to thank you for your
care that you show each of us &
our County: Good Job!!!

Human Resource Director: _____ Date: _____

Comments: _____

Executive Director: _____ Date: _____

Comments: _____

I have reviewed my performance evaluation. _____
Signature Date